

## **Employees with COVID-19, Suspected Infections and Close Contacts Procedures for Supervisors and Employees**

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**Pittsburg State University employees are required to report when they have confirmed or suspected COVID-19.** Employees' identities are closely protected and disclosed only on a need-to-know basis, such as public health, Human Resource Services, and their supervisor. Once PSU receives a report, the following steps will be taken to protect the health and safety of our campus communities.

### **Definitions:**

**Contact tracing** - When state or county health department officials identify people who may have been exposed to an infected person for the purpose of containing the spread of COVID-19 by notifying the contact that the contact may have been exposed, should be tested and should self-quarantine. Pursuant to [HB 2016](#), PSU is not authorized to conduct contact tracing.

**Close Contact** - Someone who spent 15 minutes or more, at one time, within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms. The final decision on what constitutes close contact is made at the discretion of public health.

**Isolation** - Separates sick people with a contagious disease from people who are not sick. It is more serious than quarantine. [Kansas Department of Health and Environment information on isolation](#).

**Quarantine** - Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. [What are the quarantine requirements?](#)

<https://www.crawfordcountykansas.org/coronavirus.html>

The new requirements are:

#### Quarantine **with** testing

- a. After exposure, monitored daily (self-monitoring or active monitoring by Public Health) for 7 days. Are only eligible for shortened quarantine if you have no symptoms.
- b. On or after day 5, may get a PCR test (antigen and antibody tests are NOT allowed for this purpose) – if negative can be removed from quarantine after day **seven (7)**.
- c. Must remain asymptomatic (no symptoms)

#### Quarantine **without** testing

1. After exposure, monitored daily (self-monitoring or active monitoring) daily for 10 days. Are only eligible for shortened quarantine if you have no symptoms.
2. After day 10 can be released from quarantine without a test.
3. Must remain asymptomatic (no symptoms)

- All exposed people should self-monitor for **fourteen (14)** days from exposure and contact healthcare provider if symptoms develop. Disease can still develop through day 14.
- The 14-day quarantine period after an exposure is still the best recommendation.
  - CDC is not changing the incubation period for COVID-19.
  - Guidance for a shortened quarantine period is aimed at increasing compliance
- Shortened quarantine does NOT apply to residents of long-term care and assisted living facilities and does NOT apply to offender populations in prisons. These types of settings are high risk for outbreaks and house some of our most vulnerable populations.
- Each county Local Health Officer has the ultimate decision on whether to adopt the shortened quarantine guidance.

**Symptoms of COVID-19** - People with COVID-19 have had a wide range of symptoms reported including: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. <https://www.coronavirus.kdheks.gov/224/What-to-do-if-you-think-youre-sick>

### **Employees with Symptoms of COVID-19**

1. If not already at home, the employee must go home immediately. If the employee does not have immediate access to transportation, have them avoid contact with others by waiting alone in a room with the door closed until transportation arrives.
2. The employee should then promptly call their health care provider to arrange for COVID-19 testing.
3. The employee should then call their supervisor and report COVID-related absences/issues using this form. [https://pittsburgstate.formstack.com/forms/covid19\\_question\\_employee\\_form](https://pittsburgstate.formstack.com/forms/covid19_question_employee_form)
4. Symptomatic employees who are waiting for testing or test results must quarantine away from campus.
5. Employees who test positive must notify their supervisor and isolate away from campus until medical clearance is obtained from their health care provider or county health department.
6. Employees who receive negative test results must return to work the following business day.

### **Employees with Confirmed Positive Cases**

1. The employee should promptly call their supervisor. Do not come to campus during your isolation period. The employee should report to their supervisor.
2. Employee should immediately report their COVID-related absences/issues using this form. [https://pittsburgstate.formstack.com/forms/covid19\\_question\\_employee\\_form](https://pittsburgstate.formstack.com/forms/covid19_question_employee_form)
3. Employees who test positive must isolate away from campus until medical clearance is obtained from their health care provider or county health department.

### **Close Contacts of Employees of COVID-19 (from the CDC):**

Quarantine if you have been in [close contact](#) (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless you have been [fully vaccinated](#). People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have [symptoms](#). However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.